


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">APR 20, 2010      10:00 AM</div>																																								
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2239030 <b>FILE NO. :</b> R32038M <b>OPENING DATE :</b> 04/20/10  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background-color: white; border: 1px solid black; display: flex; align-items: center; justify-content: center; font-size: 0.8em;">             =====&gt; <b>VENDOR NAME AND ADDRESS</b> </div>		<b>PURCHASING AGENCY NO. : 107001</b>  <b>SEE NO. 8 BELOW. RETURN BID TO</b>  <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>2239030</span> <span>04/20/10</span> <span>10:00 AM R32038M</span> </div> <p><b>OFFICE OF STATE PURCHASING</b>  <b>OFFICE OF STATE PURCHASING</b>  <b>POST OFFICE BOX 94095</b>  <b>BATON ROUGE, LA 70804-9095</b></p>																																										
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <b>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</b> </div>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>BUYER</b></td> <td style="width: 20%;">: <b>LELIA ACHEE</b></td> <td style="width: 20%;"></td> </tr> <tr> <td><b>BUYER PHONE</b></td> <td>: (225) 342-8018</td> <td></td> </tr> <tr> <td><b>DATE ISSUED</b></td> <td>: 03/25/10</td> <td></td> </tr> <tr> <td><b>REQ. AGENCY</b></td> <td>: 673PUR</td> <td style="text-align: right; font-size: 0.8em;">FOLD HERE--&gt;</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>N.O. CENTER FOR CREATIVE ARTS</b></td> </tr> <tr> <td><b>AGENCY REQ. NO.</b></td> <td>:</td> <td></td> </tr> <tr> <td><b>ISIS REQ. NO.</b></td> <td>: 1331427</td> <td></td> </tr> <tr> <td><b>VENDOR PHONE</b></td> <td>:</td> <td></td> </tr> <tr> <td><b>FISCAL YEAR</b></td> <td>: 11</td> <td></td> </tr> <tr> <td><b>CLASS/SUBCLASS</b></td> <td>: 98386</td> <td></td> </tr> <tr> <td><b>SCHEDULED BEGIN DATE</b></td> <td>: 00/00/00</td> <td></td> </tr> <tr> <td><b>SCHEDULED END DATE</b></td> <td>: 00/00/00</td> <td></td> </tr> <tr> <td><b>T-NUMBER</b></td> <td>:</td> <td></td> </tr> </table>				<b>BUYER</b>	: <b>LELIA ACHEE</b>		<b>BUYER PHONE</b>	: (225) 342-8018		<b>DATE ISSUED</b>	: 03/25/10		<b>REQ. AGENCY</b>	: 673PUR	FOLD HERE-->	<b>N.O. CENTER FOR CREATIVE ARTS</b>			<b>AGENCY REQ. NO.</b>	:		<b>ISIS REQ. NO.</b>	: 1331427		<b>VENDOR PHONE</b>	:		<b>FISCAL YEAR</b>	: 11		<b>CLASS/SUBCLASS</b>	: 98386		<b>SCHEDULED BEGIN DATE</b>	: 00/00/00		<b>SCHEDULED END DATE</b>	: 00/00/00		<b>T-NUMBER</b>	:	
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<i>UNIFORM RENTAL CONTRACT FOR NOCCA - RIVERFRONT - FY '11</i>																																												
<b>TO BE COMPLETED BY VENDOR</b>																																												
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).																																												
<b>INSTRUCTIONS TO BIDDERS</b>																																												
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right; font-size: 0.8em;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 002WEEKS ARO _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.																																												
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>																																								
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>																																									

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none"><li>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;</li><li>B. BID FILLED OUT IN PENCIL; AND</li><li>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</li></ul> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.          UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.          UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.          THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.          FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.          IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.          ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.          BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.          ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.          CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.          IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:  
 OFFICE OF STATE PURCHASING  
 P O BOX 94095  
 BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING  
 CLAIBORNE BUILDING, SUITE 2-160  
 1201 NORTH THIRD STREET  
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER SHOULD BE AWARE OF SECURITY REQUIREMENTS FOR THE CLAIBORNE BUILDING AND ALLOW TIME TO BE PHOTOGRAPHED AND PRESENTED WITH A TEMPORARY IDENTIFICATION BADGE.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

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 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.  
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**\*\*ATTENTION:\*\***

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:  
[HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP](http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp)  
 ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2

TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

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<p>3 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p> <p>4 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.</p> <p>5 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION FOR FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.</p> <p>6 ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.</p> <p>7 CANCELLATION THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.</p> <p>8 LACARTE PROCUREMENT CARD - PROSPECTIVE VENDORS SHOULD BE AWARE THAT THE STATE HAS IMPLEMENTED A PURCHASING CARD PROGRAM, "LACARTE", WHICH USES A VISA CARD PLATFORM. VENDORS WILL BE ABLE TO RECEIVE PAYMENT FROM STATE AGENCIES USING THE CARD IN THE SAME MANNER AS OTHER VISA CARD PURCHASES.</p> <p>UNDER THE "LACARTE" PROGRAM PURCHASE ORDERS ARE NOT NECESSARY. ORDERS MUST BE PLACED AGAINST THE NET DISCOUNTED PRODUCTS OF THE CONTRACT. ALL CONTRACT TERMS AND CONDITIONS APPLY TO PURCHASES MADE WITH "LACARTE"; HOWEVER, A VENDOR SHALL NOT PROCESS A TRANSACTION FOR PAYMENT THROUGH THE CREDIT CARD CLEARINGHOUSE UNTIL THE PURCHASED PRODUCTS HAVE BEEN SHIPPED OR THE SERVICES PERFORMED.</p> <p>IF A PURCHASE ORDER IS NOT USED, THE VENDOR MUST KEEP ON FILE A RECORD OF ALL "LACARTE" PURCHASES ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. THE FILE MUST CONTAIN THE PARTICULAR ITEM NUMBER, QUANTITY, LINE TOTAL AND ORDER TOTAL. RECORDS OF THESE PURCHASES MUST BE PROVIDED TO THE OFFICE OF STATE PURCHASING ON REQUEST.</p> <p>"LACARTE" ACCEPTANCE IS NOT A MANDATORY REQUIREMENT OF THIS CONTRACT NOR WILL IT BE THE EXCLUSIVE METHOD OF PAYMENT BY AGENCIES.</p>			

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DO YOU AGREE TO ACCEPT "LACARTE" AS A PAYMENT OPTION, SHOULD YOU BE AWARDED THIS CONTRACT?

\_\_\_\_\_ YES \_\_\_\_\_ NO

- 9 LA ECAT - LOUISIANA'S ECAT PROVIDES AN INTERNET-BASED SHOPPING TOOL FOR PLACEMENT OF CONTRACT ORDERS. USERS OF THE CONTRACTS ARE ABLE TO SHOP VIA THE INTERNET, CREATE SHOPPING BASKETS, AND PLACE ORDERS ON-LINE. ORDERS ARE SENT ELECTRONICALLY TO THE VENDOR, WITH EMAIL NOTIFICATION THAT THE ORDER HAS BEEN ISSUED AND IS WAITING FOR THEM TO RETRIEVE IT. AFTER RECEIVING THIS NOTIFICATION, THE CONTRACT VENDOR HAS THE ABILITY TO LOG INTO LA ECAT AND RETRIEVE HIS PURCHASE ORDERS, THEREBY AVOIDING DELAYS ASSOCIATED WITH NORMAL MAIL. MORE INFORMATION IS AVAILABLE AT THE FOLLOWING WEBSITE:  
[HTTP://DOA.LOUISIANA.GOV/OSP/ECAT/ECAT.HTM](http://DOA.LOUISIANA.GOV/OSP/ECAT/ECAT.HTM).

IF YOU ARE CURRENTLY ENROLLED IN LA ECAT AND ARE AWARDED THIS CONTRACT, ANY ORDERS PLACED THROUGH LA ECAT WILL BE SENT TO YOU ELECTRONICALLY.

IF YOU ARE NOT CURRENTLY ENROLLED IN LA ECAT, BUT WOULD LIKE TO ENROLL IN THE EVENT YOU ARE AWARDED THIS CONTRACT, SIMPLY PROVIDE THE INFORMATION BELOW.

\_\_\_\_\_ YES, SIGN ME UP FOR FREE PARTICIPATION IN LA ECAT.

COMPANY NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

10

EACH EMPLOYEE'S UNIFORM SET SHALL CONSIST OF ELEVEN (11) SHORT-SLEEVE OXFORD OR INDUSTRIAL SHIRTS, AND ELEVEN (11) PANTS, WITH FIVE (5) SHIRTS AND FIVE (5) PANTS BEING SERVICED EACH WEEK.

THE NEW ORLEANS CENTER FOR CREATIVE ARTS RESERVES THE RIGHT TO ADD OR REMOVE EMPLOYEES FROM THE PROGRAM.

NEW GARMENTS: NEW UNIFORMS SHALL BE FURNISHED TO ALL EMPLOYEES AT THE BEGINNING OF EACH CONTRACT PERIOD. NO USED OR PREVIOUSLY WORN UNIFORM SHALL BE ISSUED. THE SAME UNIFORM MAY BE USED DURING THE CONTRACT PERIOD EXCEPT WHEN CHANGE IS WARRANTED AS INDICATED UNDER AND UPGRADES REPAIR BELOW.

NEW EMPLOYEES: CONTRACTOR SHALL SIZE AND ISSUE NEW GARMENTS WITHIN TEN DAYS OF NOTIFICATION. ADDITIONAL TIME WILL BE ALLOWED FOR NON-STANDARD SIZES. VENDOR MUST SPECIFY DELIVERY DAYS \_\_\_\_\_ARO FOR NON-STANDARD SIZES.

IDENTIFICATION: CONTRACTOR MUST HAVE A TAGGING SYSTEM THAT PROPERLY IDENTIFIES EACH EMPLOYEE'S GARMENT.

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UPGRADES AND REPLACEMENT: UNIFORMS SHALL BE REPLACED ON AN AS NEEDED BASIS DUE TO SIZE CHANGE OR NORMAL WEAR AND TEAR.

REPAIRS: UNIFORMS SHALL BE REPAIRED (ZIPPER, BUTTONS, ETC..) PROMPTLY AT NO CHARGE. PATCHES SHALL NOT EXCEED ONE INCH IN DIAMETER.

CONTRACTOR SHALL PROVIDE A SEPARATE BIN AND LABELS FOR GARMENTS REQUIRING SPECIAL TREATMENT, SUCH AS REPAIRS OR SPECIAL WASH TO REMOVE OILS OR OTHER MATTER THAT REGULAR WASH WOULD NOT PROPERLY CLEAN.

CONTRACTOR SHALL FURNISH NEW UNIFORMS WITHIN TWO WEEKS OF RECEIVING ORDER AND TWO WEEKS AFTER EACH RENEWAL PERIOD.

**LOCKERS:**

A UNIFORM LOCKER WHICH IS CLEAN AND IN GOOD WORKING ORDER, WITH INDIVIDUAL LOCKS AND KEYS, SHALL BE SUPPLIED TO THE LOCATION WITH FOUR OR MORE EMPLOYEES, AT NO CHARGE. A MASTER KEY FOR THE LOCKERS SHALL BE PROVIDED TO THE AGENCY REPRESENTATIVE.

A LOCKER OR LOCKED HAMPER FOR SOILED GARMENTS SHALL BE SUPPLIED AT THE LOCATION WITH FOUR OR MORE EMPLOYEES.

TAGS TO DENOTE GARMENTS, WHICH REQUIRE SPECIAL TREATMENT FOR REASONS INCLUDING BUT NOT LIMITED TO REMOVAL OF OIL, OR REPAIR, SHALL BE PROVIDED AT THE SOILED GARMENT LOCKER/HAMPER.

ALL LOCKERS AND UNIFORMS MUST BE REMOVED FROM THE AGENCIES PREMISES WITH TEN (10) DAYS OF CONTRACT TERMINATION.

**SERVICE GUARANTEE:**

A WRITTEN SERVICE GUARANTEE COVERING THE FOLLOWING MUST BE SUBMITTED PRIOR TO AWARD.

1. DELIVERY: EVERY RENTAL ITEM THAT IS PICKED UP WILL BE RETURNED ON THE NEXT DELIVERY DATE.
2. REPAIRS: CONTRACTOR SHALL INSPECT ALL GARMENTS WEEKLY AND COMPLETE REPAIRS FOR NEXT DELIVERY.
3. SIZING: EVERY PARTICIPATING EMPLOYEE MUST BE INDIVIDUALLY MEASURED AND FITTED.
4. CREDIT: CREDIT MUST BE ISSUED WHEN CONTRACTOR FAILS TO COMPLY.

**DELIVERY AND PICKUP SERVICE:**

DELIVERY AND PICKUP SERVICE IS TO BE PROVIDED WEEKLY AT THE FOLLOWING LOCATION:

NEW ORLEANS CENTER FOR CREATIVE ARTS  
ATTN: KEVIN DESSELLE  
2800 CHARTRES STREET  
NEW ORLEANS, LA 70117

EACH LAUNDERED GARMENT IS TO BE HUNG ON A SEPARATE HANGER IN A MANNER TO MINIMIZE WRINKLING.

DELIVERY TICKETS WITH A DETAILED LISTING OF EACH EMPLOYEE AT THE LOCATION, AND THE QUANTITIES AND TYPES OF GARMENTS DELIVERED AND

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PICKED UP SHALL BE SUBMITTED TO THE AGENCY'S DESIGNATED REPRESENTATIVE

VENDOR MUST PROVIDE BOOKS, FORMS OR OTHER DEVICES FOR WRITTEN COMMUNICATION BETWEEN THE CONTRACTOR'S AND AGENCY PERSONNEL. ALL REQUEST FOR SERVICE, REQUESTS FOR CHANGES IN SERVICE, NOTES OF LOST GARMENTS, NOTES OF GARMENT NEEDING REPAIRS AND NOTES REGARDING GARMENT QUALITY SHALL BE WRITTEN ON THESE MATERIALS.

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NEW ORLEANS CENTER FOR CREATIVE ARTS RESPONSIBILITIES:

1. NOTIFY CONTRACTOR OF NEW EMPLOYEES DURING THE FIRST WEEK OF EMPLOYMENT.
2. NOTIFY CONTRACTOR OF EMPLOYEE'S SEPARATION FROM SERVICE.
3. SECURE UNIFORMS FROM EMPLOYEES UPON SEPARATION FROM SERVICE, OR PAY FOR LAST UNIFORMS AT DEPRECIATED RATE AS DEFINED IN THIS SECTION OF CONTRACT. AGENCY WILL RETURN RETRIEVED UNIFORMS TO CONTRACTOR WITHIN TWO (2) WEEKS OF TERMINATION FOR A FULL CREDIT.
4. RETURN ALL UNIFORMS TO THE CONTRACTOR UPON TERMINATION OF CONTRACT.

11 EVERY ITEM BID SHOULD HAVE SUFFICIENT INFORMATION ENCLOSED WITH THE BID, IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS. THE ABOVE REQUIREMENTS INCLUDE ITEMS IN WHICH THE BIDDER STATES HE PROPOSES TO FURNISH EXACTLY WHAT IS CALLED FOR IN THE SPECIFICATIONS.

FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.

12 SAMPLE(S) MAY BE REQUIRED. WHEN REQUESTED, SAMPLES MUST BE FURNISHED AT VENDOR'S EXPENSE, AND RECEIVED NOT LATER THAN 10 DAYS AFTER REQUEST. PACKAGES SHOULD BE CLEARLY LABELED WITH THE FILE NUMBER. EACH INDIVIDUAL SAMPLE WITHIN THE PACKAGE MUST BE CLEARLY LABELED WITH BIDDER'S NAME, MANUFACTURER'S BRAND NAME AND NUMBER, FILE NUMBER AND ITEM REFERENCE. SUBMIT ONLY ONE BID PROPOSAL'S SAMPLES PER BOX. SAMPLES OF SUCCESSFUL BIDDER WILL BE RETAINED AT THE PURCHASING OFFICE OR THE USING AGENCY FOR THE PURPOSE OF RECEIVING MERCHANDISE. ANY PART OF MERCHANDISE RECEIVED THAT DOES NOT MEET THE QUALITY STANDARDS AND CONSTRUCTION OF THE SAMPLE WILL BE REJECTED AND RETURNED AT VENDOR'S EXPENSE.

ANY OTHER SAMPLES RECEIVED, IF NOT DESTROYED IN TESTING, MAY BE RETURNED AT THE BIDDER'S EXPENSE. REQUEST FOR RETURN, SHIPPING AUTHORIZATION, AND SUFFICIENT RETURN POSTAGE MUST BE RECEIVED NO LATER THAN 10 DAYS AFTER RECEIPT OF SAMPLES, OR COMMODITIES SHALL BE DISPOSED OF BY THE STATE OF LOUISIANA.

13 SAMPLES MUST BE THE EXACT ITEM QUOTED.



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<div>_____ 14 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE _____ DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.</div> <div>15 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</div> <div>16 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</div> <div>17 "THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE CONTINUATION OF AN APPROPRIATION OF FUNDS BY THE LEGISLATURE TO FULFILL THE REQUIREMENTS OF THE CONTRACT. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR THE CONTINUATION OF A CONTRACT OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATIONS ACT OR TITLE 39 OF THE LOUISIANA REVISED STATUTES OF 1950 TO PREVENT THE TOTAL APPROPRIATIONS FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR OR FOR ANY OTHER LAWFUL PURPOSE AND THE EFFECT OF SUCH REDUCTION IS TO PROVIDE INSUFFICIENT MONIES FOR THE CONTINUATION OF THE CONTRACT, THE CONTRACT SHALL TERMINATE ON THE DATE OF THE BEGINNING OF THE FIRST FISCAL YEAR FOR WHICH FUNDS ARE NOT APPROPRIATED."</div>			

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO:            N.O. CENTER FOR CREATIVE ARTS            NEW ORLEANS CENTER FOR CREATIVE ART            ATTN LOTTE FARMER            2800 CHARTRES STREET            NEW ORLEANS , LA 70117</p> <p>COMMODITY CODE: 983-86-000000</p> <p>WEEKLY RENTAL SERVICE TO FURNISH,            LAUNDER AND DELIVER UNIFORMS FOR THE NEW            ORLEANS CENTER FOR CREATIVE ARTS, IN            ACCORDANCE WITH SPECIFICATIONS, TERMS            AND CONDITIONS SET FORTH HEREIN.</p> <p>THIS CONTRACT WILL BE FOR A PERIOD OF            12 MONTHS BEGINNING JULY 1, 2010 AND            ENDING JUNE 30, 2011.</p> <p>*****</p> <p>PRICE TO FURNISH, LAUNDER AND DELIVER            PER EMPLOYEE PER WEEK.            ELEVEN (11) SETS (SHIRT AND PANTS) WITH            FIVE (5) SHIRTS AND FIVE (5) PANTS BEING            SERVICED EACH WEEK.</p> <p>UNIFORM SPECIFICATIONS:</p> <p>MEN'S INDUSTRIAL PANTS</p> <p>FABRIC: 8 OZ TWILL            COLOR: NAVY BLUE            BLEND: 65/35 POLYESTER/COTTON            FINISH: DURABLE PRESS FINISH WITH                    SOIL RELEASE THAT WILL BE                    SUBJECT TO INDUSTRIAL WASH.            WAISTBAND: SIDE ELASTIC            POCKETS: TWO SLACK STYLE FRONT                    POCKETS, TWO SET IN HIP                    POCKETS, DART OVER HIP                    POCKETS AND LEFT HIP POCKET                    HAS BUTTON CLOSURE            PANT LEGS: SLIGHTLY TAPERED</p> <p>MENS INDUSTRIAL SHIRT - SHORT SLEEVE</p> <p>COLOR: LIGHT BLUE FABRIC WITH OR</p>	52	WEEK		

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	<p>WITHOUT NAVY STRIPES.</p> <p>BLEND: 65/35 POLYESTER/COTTON</p> <p>FINISH: DURABLE PRESS FINISH WITH SOIL RELEASE THAT WILL BE SUBJECT TO INDUSTRIAL WASH.</p> <p>SLEEVES: SHORT</p> <p>FACING: TOP STITCH</p> <p>CLOSURE: SIX-BUTTON FRONT WITH VERTICAL BUTTON HOLES GRIPPER AT NECK, TWO BUTTON THRU HEX STYLE WITH ANGLE BAR TACKS, BAR TACKED PENCIL STALL IN LEFT POCKET.</p> <p>OTHER: SEPARATE TWO PIECE YOKE</p> <p>PATCH: EMBROIDERED PATCH WITH NOCCA AND EMPLOYEE'S NAME.</p> <p>EMBLEM TO BE PROVIDED AND AFFIXED BY CONTRACTOR AT LOCATION APPROVED BY AGENCY.</p> <p>MEN'S INDUSTRIAL PANTS - PLEATED FRONT</p> <p>FABRIC: 8 OZ TWILL</p> <p>COLOR: KHAKI</p> <p>BLEND: 65/35 POLYESTER/COTTON</p> <p>FINISH: DURABLE PRESS FINISH WITH SOIL RELEASE THAT WILL BE SUBJECT TO INDUSTRIAL WASH.</p> <p>WAISTBAND: SIDE ELASTIC</p> <p>POCKETS: TWO SLACK STYLE FRONT POCKETS APPROVED BY AGENCY.</p> <p>MEN'S OXFORD SHIRT - SHORT SLEEVE</p> <p>COLOR: WHITE</p> <p>FABRIC: 65/35 COMBINED COTTON</p> <p>CLOSURE: SEVEN BUTTONS WITH VERTICAL BUTTONHOLES</p> <p>FACING: CENTER PLEAT</p> <p>POCKETS: ONE HEMMED SPADE STYLE WITH TRIANGLE STITCHED CORNERS</p> <p>CUFFS: ONE PIECE FULLY LINED</p> <p>SLEEVES: SHORT</p> <p>PATCH: EMBROIDERED PATCH WITH NOCCA</p> <p>EMBLEM TO BE PROVIDED AND AFFIXED BY CONTRACTOR AT LOCATION APPROVED BY AGENCY.</p> <p>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</p>				

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	_____ SHIP TO: N.O. CENTER FOR CREATIVE ARTS NEW ORLEANS CENTER FOR CREATIVE ART ATTN THOMAS HANEY 2800 CHARTRES STREET NEW ORLEANS, LA70117				
00002	COMMODITY CODE: 983-86-000000  UPGRADE CHARGE TO BE ADDED IF SHIRT SIZE IS 2XL OR LARGER.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	EACH	_____	_____
00003	COMMODITY CODE: 983-86-000000  UPGRADE CHARGE TO BE ADDED IF TROUSER SIZE IS 46 OR LARGER.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	EACH	_____	_____
00004	COMMODITY CODE: 983-86-000000  PREP CHARGES AND/OR ALTERATION CHARGES FOR ONE EMPLOYEE (ONE TIME UPFRONT CHARGE).  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	4	EACH	_____	_____
00005	COMMODITY CODE: 983-86-000000	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	<b>PREP CHARGES AND/OR ALTERATION CHARGES FOR NEW EMPLOYEES.</b>  <b>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</b> _____				
00006	<b>COMMODITY CODE: 983-86-000000</b>  <b>REPLACEMENT COST OF MEN'S TROUSERS WHICH ARE MALICIOUSLY DAMAGED, LOST OR NOT RETURNED AT END OF CONTRACT PERIOD.</b>  <b>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</b> _____	4	EACH	_____	_____
00007	<b>COMMODITY CODE: 983-86-000000</b>  <b>REPLACEMENT COST FOR MEN'S SHORT SLEEVE SHIRT WHICH IS MALICIOUSLY DAMAGED, LOST OR NOT RETURNED AT END OF CONTRACT PERIOD.</b>  <b>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</b> _____	4	EACH	_____	_____
00008	<b>COMMODITY CODE: 983-86-000000</b>  <b>NAME EMBLEM EMBROIDERED PATCH PROVIDED AND AFFIXED BY CONTRACTOR AT LOCATION APPROVED BY AGENCY.</b>  <b>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</b> _____	48	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00009	COMMODITY CODE: 983-86-000000  COMPANY EMBLEM EMBROIDERED PATCH PROVIDED AND AFFIXED BY CONTRACTOR AT LOCATION APPROVED BY AGENCY.  SPECIFY BRAND (& NUMBER IF APPLICABLE)  _____	48	EACH	_____	_____